



**MYERS AND  
STAUFFER** LC  
CERTIFIED PUBLIC ACCOUNTANTS

# Home and Community Based Services Grant Opportunity- Budget Overview

9/29/23

# AGENDA

- ▶ Available Funding
- ▶ General Budget Guidance
- ▶ Budget Walk Through
- ▶ Technical Support Opportunities
- ▶ Website Resources
- ▶ Questions & Feedback

# Available Funding

<i>Grant Track</i>	<i>Available Funding</i>	<i>Minimum Award Available</i>	<i>Maximum Award Available</i>
<i>Track 1: Infrastructure Improvement</i>	<i>\$6.3 million</i>	<i>\$50,000</i>	<i>\$1.8 million</i>
<i>Track 2: Workforce Development</i>	<i>\$6.3 million</i>	<i>\$50,000</i>	<i>\$1 million</i>
<i>Track 3: Care Model Innovation Pilots</i>	<i>\$5.3 million</i>	<i>\$50,000</i>	<i>\$1.3 million</i>
<i>Track 4: Organizational Performance Improvement and Compliance</i>	<i>\$3 million</i>	<i>\$30,000</i>	<i>\$600,000</i>
<i>Total</i>	<i>\$20.9 million</i>		

- ▶ Awards are expected to be announced in **late fall of 2023**
- ▶ Funds must be spent by **December 31<sup>st</sup>, 2024.**
- ▶ All dollar amounts listed are estimated/approximate and are subject to change.
- ▶ No more than 10% of funding can be spent on indirect costs as an overhead rate.

# General Budget Guidance

Be aware of budget parameters

Round to the nearest whole dollar

Prepare for detailed cost breakdowns

Infrastructure Improvement applications have additional questions and request supporting materials

# Total Amount Requested

What is the Workforce Development total grant amount requested?

Round to the nearest dollar

Workforce  
Development  
(Minimum amount  
\$50,000 - Maximum  
amount \$1,000,000)

\$

0

# Personnel Budget

Break down your Workforce Development budget into specific categories for Personnel Services. Please round up all amounts to the nearest dollar.

		Personnel Services	
Salaries	\$	<input type="text" value="0"/>	
Fringe	\$	<input type="text" value="0"/>	
Contracted Staff	\$	<input type="text" value="0"/>	
Other	\$	<input type="text" value="0"/>	
Total	\$	<input type="text" value="0"/>	

Totals will be automatically calculated

# Salary Example

Position	Annual Salary	Time	Total Months	Amount Requested
1	\$35,000	100%	12 Months	\$35,000
2	\$40,000	50%	12 Months	\$20,000
3	\$52,000	75%	12 Months	\$39,000
Total Personnel				\$94,000

# Fringe Example

Position 1 Salary - \$40,000

Fringe Benefit Type	Percentage of Salary	Requested Amount
Insurance	N/A	\$3,500
Retirement	5%	\$2,000
Workers Compensation	N/A	\$250
Fringe Benefits Total		<b>\$5,750</b>

# Personnel Positions

For personnel costs for your Workforce Development project, list each position title, percentage of time towards grant funded by grant, percentage of time towards grant as in-kind support, and annual wage. If you have more than 10 staff members supporting this project, please upload additional information in the addendum.

	Percentage of time towards grant funded by grant	Percentage of time towards grant as in-kind support	Annual Wage
Position Title	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position Title	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position Title	<input type="text"/>	<input type="text"/>	<input type="text"/>

# Operating Expenses

Break down your Workforce Development budget into specific categories for Operating Expenses. Please round up all amounts to the nearest dollar.

Operating Expenses	
Travel	\$ <input type="text" value="0"/>
Office expenses	\$ <input type="text" value="0"/>
Facilities	\$ <input type="text" value="0"/>
Equipment	\$ <input type="text" value="0"/>
Other	\$ <input type="text" value="0"/>
Indirect (10% allowability)	\$ <input type="text" value="0"/>
<b>Total</b>	\$ <input type="text" value="0"/>

Totals will be automatically calculated

# Operating Expense Explanation

For Operating Expenses, for each budget category, provide a detailed explanation of the costs, including item descriptions, quantities, unit costs, and the total cost for each item for your Workforce Development project.

	Item descriptions	Quantities	Unit costs	Total cost
Travel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Office expenses	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Facilities	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# Indirect Costs

- ▶ No more than 10% of funding can be spent on indirect costs as an overhead rate. The 10% should use a Modified Total Direct Costs (MTDC) base, which consists of:
  - ▶ All direct salaries and wages,
  - ▶ applicable fringe benefits,
  - ▶ materials and supplies,
  - ▶ services,
  - ▶ travel, and
  - ▶ up to the first \$25,000 of each sub-award (regardless of the period of performance of the sub awards under the award).

# Indirect Costs

- ▶ Modified Total Direct Cost excludes:
  - ▶ equipment,
  - ▶ capital expenditures,
  - ▶ charges for patient care,
  - ▶ rental costs,
  - ▶ tuition remission,
  - ▶ scholarships and fellowships,
  - ▶ participant support costs, and
  - ▶ the portion of each sub award in excess of \$25,000.
- ▶ Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the AHS for indirect costs (2 CFR § 200.1).

# Tips for Infrastructure Improvements

## ▶ Eligible Expenses

- ▶ Facility Upgrades
- ▶ Equipment Acquisition
- ▶ Vehicle Purchases
- ▶ Energy Efficiency and Sustainability Initiatives
- ▶ Professional Services

## ▶ Additional Requirements

- ▶ Quotes (architecture, engineering, construction)
- ▶ Awardees will be required to commit to a 5 year Change of Use provision.

## ▶ Ineligible Expenses

- ▶ Purchase(s) of new buildings.
- ▶ Purchase of new Electronic Health Record technology, connections to the Vermont Health Information Exchange, or VITLAccess.
- ▶ Reimbursements for previously completed projects.
- ▶ Building modifications to rented spaces.

# Tips for Workforce Development

- ▶ Applicants must clearly demonstrate how each type of staff receiving training will enhance, strengthen, or expand HCBS because of the training received.
- ▶ Employee retention and recruitment bonuses are ineligible expenses.

EXAMPLE: If I am setting up a training, do I include salaries for those attending the training or just the individual providing the training?

- ▶ Only the individual providing the training should be included in the grant budget.

# Tips for Care Model Innovation

- ▶ **Personnel**
- ▶ **Training and Capacity Building**
- ▶ **Materials and Supplies**
- ▶ **Outreach and Communication**
- ▶ **Evaluation and Data Analysis**

# Tips for Organizational Performance Improvement and Compliance Grants

- ▶ **Personnel**
- ▶ **Training**
- ▶ **Materials and Supplies**
- ▶ **Evaluation and Data Analysis**

# Additional Guidance

- ▶ Each track will have its own budget. Projects under the same track should be combined and meet the outcome measure developed.
- ▶ All grant activities must take place by December 31, 2024.
- ▶ An agency may not use appropriated funds to purchase food which is considered a personal expense.
- ▶ Use the goal(s) set for each track to justify expenses.
- ▶ Priority will be given to proposals that include matching funds
- ▶ AHS will not fund projects if alternative funding is available through other funding opportunities made available by AHS and its Departments or if applicants requested or received funding for the same purpose from the federal government.

# Technical Support Opportunities

## Weekly Office Hours:

- Wednesday, October 4<sup>th</sup>-1:00-2:00 pm EST
- Tuesday, October 10<sup>th</sup> -3:00-4:30 pm EST

# Website Resources



[HCBS Grant Opportunity User Guide](#)



[Application Portal](#)

[PDF Preview of Application Questions](#)



[Form W-9](#)



[Frequently Asked Questions](#)



[Application Materials Checklist](#)



[Eligibility Quick Reference Guide](#)



Technical support time and dates

# ▶ Questions & Feedback

*Questions from this session may be used to enhance the VT HCBS Grant Opportunity FAQ.*

*Please send specific questions to  
[AHS.HCBSGrants@vermont.gov](mailto:AHS.HCBSGrants@vermont.gov)*